

FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which are the conducting of training classes in any required areas of fire suppression, fire prevention, or related fire department operations. Employees of this class prepare training material, keep required records, and produce any reports of training activities required by the department head. Training officers supervise department employees during training and any employees temporarily assigned to assist with training activities. They work independently in assigned areas with general supervision from the chief fire training officer who reviews and evaluates the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes at the drill field, at fire stations, in the classroom; prepares, administers, and grades training tests; prepares lesson plans; prepares training material;

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program; writes other reports such as reports on training courses taught (lesson plans), recommendations for training program, other reports requiring narrative writing skills; keeps records required by the division head;

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment;

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program; maintains a library of training materials;

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc.;

Assists other departments or agencies in their training programs;

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess valid driver's license.

Must have at least eight (8) years experience with a paid fire department in fire service positions performing fire fighting or fire training duties.

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| | 04-17-09 |